

## Workday Recruiting Implementation Team Receives Peer Award

For their exceptional teamwork and efforts to improve the University's hiring process, 29 members of the cross-disciplinary Workday Recruiting Implement team were recognized at the HR IMPACT Awards in late May.

"Your work is a perfect example of how we can collaborate to improve operational efficiency, administrative excellence, and the overall HR experience across the U," said Stacy Monroe, executive director of Compensation, in presenting the award.




Adam Buzzacco, a project manager with HR, said the "aggressive timeline"—the new module launched officially in December 2018 and went live Nov. 28, 2018—made the collaborative effort even more impressive.


"This was far from just an HR effort—it included Enterprise Business Solutions, Change Management, UMIT Communications, Talent Acquisitions, and more," he said.

"The award was very meaningful to me, especially coming from our peers," said Rachel Vital, a manager with IT Training. "And it was truly a team effort."

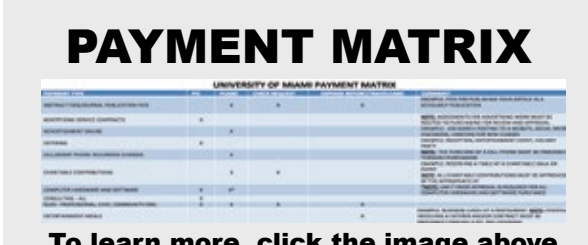
## Workday Microlearning: The Payment Matrix



**PURCHASE ORDER**  
To issue a PO, a Purchase Requisition must first be submitted.  
\*Requires that supplier has been onboarded.



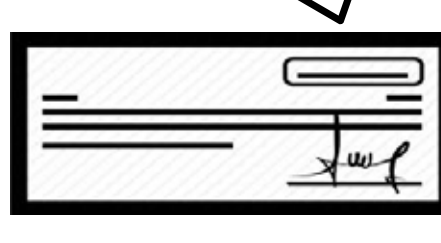
**PCARD**  
Efficient and effective for purchasing and paying for goods.  
Preferred alternative for small-dollar transactions.  
\*May not be used to purchase Capital equipment.




**PAYMENT MATRIX**

To learn more, click the image above

**Which payment method should I choose???**



**CHECK REQUEST**  
Payment and reimbursement to non-employees, external companies, or organizations.  
\*Use only when there are tax implications.



**EXPENSE REPORT/ TRAVEL CARD**  
Used to reimburse UM Employees for travel and business-related expenses.  
\*Quicker electronic submission and approval of business expense reimbursements.

## Now Available: New Grants Clinical Trials Monitoring Report

Effective Saturday, June 1, a new version of the FIN-GRA-Financial-Grants Clinical Trials Monitoring report became available to be run in Workday. The new version provides the option to view statuses and balances for grants anywhere in their cycle, in addition to those listed as Active.

### What's New?

A new prompt has been added to allow viewing of these additional statuses: Award Set-up and Process; Closed; Closed Pending Audit; Conversion Close-out; and Expired Awards. Reports can be generated from these options.



## Coming Soon: New Transaction Audit Reports for Awards and Grants

New versions of both the FIN-GRA-Award Transaction Audit Report and the FIN-GRA-Grants Transaction Audit Report will be available beginning Monday, July 1.

These new department reports provide financial activities by award or grant, and can be viewed either as a summary or with details on budget, expenditures, commitments, obligations, and available balances.

### What's New?

- The Total Net Program Income line will now be netted against the total expenditures, when applicable. For awards with program income, the grand total will be the net of total expenditures incurred and program income earned.
- Previously, Supplier Discount Payment appeared under "Facilities and Administration, now this payment appears under "Direct Cost."
- A new column, "Prepaid Tuition," displays the amount accrued when Graduate Student Scholarship is paid in CaneLink on Ledger 1534: "Prepaid Expense - Graduate Student Scholarship" for the remainder of the corresponding semester. The amount will decrease from Prepaid Expense to actual expenditure as the scholarship expense is recognized.

If you have any questions, please email us at [workday@miami.edu](mailto:workday@miami.edu).

## Now Available: Report for Supplier Contract Lines by Organization

As of Friday, June 7, a new report for Cost Center Managers and Senior Business Managers that allows each department to view their respective supplier contracts is available to be run in Workday.

### What's New?

Quicker access to supplier contract info. The Supplier Contract Lines by Organization report displays supplier contracts with purchase orders and invoices per department.

If you have any questions, please email us at [workday@miami.edu](mailto:workday@miami.edu).

**FIN-P2P- Supplier Contract Lines by Organization** Actions

Organization:

Supplier:

Supplier Contract:

Supplier Contract Status:

Supplier Contract Type:

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← FIN-P2P- Supplier Contract Lines by Organization

| Company      | Supplier | Supplier Contract      | Contract Name           | Supplier Contract Balance | Line Number | On Hand | Contract Specialist | Supplier Contract Start Date | Exp Date |
|--------------|----------|------------------------|-------------------------|---------------------------|-------------|---------|---------------------|------------------------------|----------|
| 238 Accounty | *****    | SFC-000002 105 128 263 | 105 128 263 Plumer Bldg | 0                         | 1           | No      |                     | 05/16/2018                   | NA       |
| 238 Accounty | *****    | SFC-000003 105 128 263 | 105 128 263 Plumer Bldg | 0                         | 1           | No      |                     | 05/16/2018                   | NA       |
| 238 Accounty | *****    | SFC-000004 105 128 263 | 105 128 263 Plumer Bldg | 0                         | 1           | No      |                     | 05/16/2018                   | NA       |
| 238 Accounty | *****    | SFC-000005 105 128 263 | 105 128 263 Plumer Bldg | 0                         | 1           | No      |                     | 05/16/2018                   | NA       |
| 238 Accounty | *****    | SFC-000006 105 128 263 | 105 128 263 Plumer Bldg | 0                         | 1           | No      |                     | 05/16/2018                   | NA       |
| 238 Accounty | *****    | SFC-000007 105 128 263 | 105 128 263 Plumer Bldg | 0                         | 1           | No      |                     | 05/16/2018                   | NA       |



## System Changes

[Click here for a comprehensive list of completed and in-development system changes.](#)

## Important Links

- [Log in to Workday](#)
- [Training Resources](#)
- [Frequently Asked Questions](#)
- [Communications](#)



## Role-Based Resources

Role-based resources, including relevant tip sheets, reports, and training options, have been updated and are available for the following Workday roles:

- [Accountant](#)
- [Cost Center Manager](#)
- [Cost Center Sponsored Program Manager](#)
- [Deposit Specialist](#)
- [Expense Data Entry Specialist](#)
- [ISP Analyst](#)
- [ISP Manager](#)
- [Procurement Data Entry Specialist](#)
- [Receiver](#)

To learn more information specific to other Workday roles, please click [here](#).

If you have questions related to Workday, please contact the UMIT Service Desk at: (305) 284-6565 or [help@miami.edu](mailto:help@miami.edu).

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